



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Keyboarding Techniques II							
Course Code		BYY207		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	4	Workload	100 ( <i>Hours</i> )	Theory	2	Practice	2	Laboratory	0
Objectives of the Course		With this course, the student will be able to write 10 fingers in different languages ??with a keyboard in computer environment.							
Course Content		Word processing program operations -Word processor formatting the text in the document -Functions of the keyboard keys -Writing text -Using the letter keys -Printer and number keys -Saving and setting the pause							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Demonstration, Individual Study					
Name of Lecturer(s)		Ins. Gültekin BAYSAL							

### Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

### Recommended or Required Reading

1	Textbooks, help books and other resources on keyboard techniques.
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Week	Weekly Detailed Course Contents	
1	Theoretical	Word processing program operations
2	Theoretical	Functions of the keys
3	Theoretical	Setting the sitting posture
4	Theoretical	Using the capitals keys
5	Theoretical	Using the capitals keys
6	Theoretical	Using the capitals keys
7	Theoretical	Using the capitals keys
8	Intermediate Exam	Midterm
9	Theoretical	Punctuation and number of keys
10	Theoretical	Text writing
11	Theoretical	Text writing
12	Theoretical	Rate applications
13	Theoretical	Writing in foreign language
14	Theoretical	Hand writing and revised articles
15	Final Exam	Semester final exam

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Lecture - Practice	14	0	2	28
Assignment	4	0	3	12
Practice Examination	10	0	2	20
Midterm Examination	1	5	1	6
Final Examination	1	5	1	6
Total Workload (Hours)				100
[Total Workload (Hours) / 25*] = ECTS				4

\*25 hour workload is accepted as 1 ECTS



**Learning Outcomes**

1	Open documents and perform basic operations on a computer.
2	Making applications about keyboard keys.
3	Writing and speed study to do.
4	Writing in different languages.
5	To have information about F and Q keyboard.

**Programme Outcomes** (*Office Management and Executive Assistantship*)

1	Use of information and communication technology tools and other professional tools ability.
2	The ability of planning and practicing vocational process.
3	The ability of communicating in foreign language.
4	Vocational self-confidence ability.
5	Entrepreneurship ability.
6	The ability of using the theoretical information in the application.
7	The ability of managing process to supply.
8	The ability of working with the inclusion of interdisiplener team.
9	The ability of defining and solving problems at vocational practice.
10	Professional ethics and responsibility.

**Contribution of Learning Outcomes to Programme Outcomes** 1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High

	L1	L2	L3	L4	L5
P1	5	5	5	5	5
P2	5	4	5	4	4
P4	5	5	5	5	5
P5	2	2	2	2	2
P6	3	3	3	4	4
P7	3	3	4	5	5
P8	2	2	2	2	2
P9	3	5	5	5	5
P10	1	1	1	1	1

